

## P3 Workgroups Action Item List

### 8/8/00

Workgroup	Action Item	Assigned To	Due Date	Date Closed	Summary of Resolution
Non-Judicial Counsel (JC) Forms	Acquire client forms from different jurisdictions: <ul style="list-style-type: none"> <li>• Common to everyone</li> <li>• Monthly statements</li> <li>• Employer information</li> <li>• Identify customer</li> </ul>	All county reps	8/8/00	8/8/00	Information gathered and shared with group
Non JC Forms	Ensure implementation of county compliance/timetable is part of regulation/recommendation	All	9/19/00		
Non JC Forms	Action item for Access Workgroup: Accessibility – forms need to be accessible to customers	Julie: Pass to Access Group Contact	7/26/00	8/4/00	Identified as cross workgroup issue in 7/26/00 Client Access meeting minutes
Non JC Forms	Action Item for Training Workgroup related to forms use: <ul style="list-style-type: none"> <li>• Caseworkers on use of form</li> <li>• Use of Jargon, Acronyms</li> </ul>	Julie: pass to Training Group Contact	8/10/00	8/10/00	Discussion topic in 8/10/00 Training Workgroup session
Non JC Forms	Action item for Management Practices Workgroup: Interaction between agencies related to forms, e.g. FTB sending out forms that refer the addressee to DCSS or local child support agency, IV-A to IV-D, IV-D to other external entities..	Julie: Pass to Mgmt Practices Group Facilitator	7/24/00	8/9/00	Issue identified to Management Practices facilitator
Non JC Forms	Review report on ACES “Best Practices” and prepare synopsis re forms issues for Workgroup	Robert McLeod	8/22/00		
Non JC Forms	Action item for Management Practices Work Group: Allow adequate lead time on use/implementation of new forms.	Julie: Pass to Mgmt Practices Group Facilitator	7/24/00	8/9/00	Issue identified to Management Practices facilitator

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Non JC Forms	Review all California Family Code for legal mandates regarding categories and standardization (of forms). Provide written report.	Jenny Skoble	8/22/00		
Non JC Forms	Action item for Client Access Work Group: Outreach described in section 17400.e of California Family Code.	Julie: Pass on to Access Group Contact	7/26/00	8/4/00	Identified as a cross workgroup issue in 7/26/00 Client Access meeting minutes
Non JC Forms	Review Turner Requirements	All	8/22/00		
Non JC Forms	Review and add to customer list	All	8/22/00		
Non JC Forms	Review Barnes Decision	All	8/22/00		
Non JC Forms	Review Customer Service Related Bullets from Law	All	8/22/00		
Non JC Forms	Review AB 196 and SB 542	All	8/22/00		
Non JC Forms	Review 5/18/00 DHS Memo	All	8/22/00		
Non JC Forms	Review ACES Guide Excerpt	All	8/22/00		
Non JC Forms	Review KIDZ Forms Listing	All	8/22/00		
Non JC Forms	Review Workgroup Binder	All	8/22/00		
Non JC Forms	Written report of legal requirements for forms from CFR, Cal Family Code and US Code.	Jenny	8/22/00		
Non JC Forms	Action Item for Training Work : Staff need training for new Judicial Council forms & Non Judicial Council forms. Forms training show be ongoing.	Julie	8/22/00	8/10/00	Discussion topic in 8/10/00 Training Workgroup Session
Non JC Forms	Action Item for Client Access Workgroup: Educating clients on forms. What the forms are and how to complete them.	Julie	8/22/00		
Non JC Forms	Action Item for Case Management Workgroup: Need for common case numbering process/protocol.	Julie	8/22/00		
Non JC Forms	Obtain Judicial Council, DMV, EDD, CalWORKS forms processes; how do they develop, approve and implement.	Kristy	8/22/00		
Non JC Forms	Obtain FTB forms unit processes.	Lynn/Ed	8/22/00		
Non JC Forms	Create list of form priorities.	All	8/22/00		

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Non JC Forms	Action Item for Client Access Workgroup: Letters of explanation w/S&C, Paternity (policy & content). Processes the forms will support. Outreach efforts.	Julie	8/22/00		
Non JC Forms	Action Item for Non CAMP Enforcement: Policy re: Priorities for enforcement actions and multiple actions. (Note: If policy made, system requirements will need to support prioritization of enforcement actions.	Julie	8/22/00		
Non JC Forms	Action Item for Case Management/Case Processing: Possible policy/best practice re: giving NCP opportunity to dispute account balance at case opening.	Julie	8/22/00		
Non JC Forms	System Requirements: Interface with enforcement agency (e.g., FTB, DMV, Licensing Board). When actions taken by enforcement agency notice is given to CCSAS.	Lynn			
Non JC Forms	System Requirements: Understandable payment history.	Lynn			
Non JC Forms	Review and revise remaining workgroup agendas and workplans as appropriate	Patty, Bill, Julie	8/15/00		